

NOTICE

CFO Division

January 14, 2005

Notice No. 0153

Conference Management – Funding – Approval

Summary	This notice supplements the Conference Management Policy (http://cfo.lanl.gov/Accounting/ga/LANL_Conf_Manag_Policy.pdf), and applies to funding any conference. (“Funding” means financially supporting a conference without any control over its conduct). This notice is required to give the technical organizations a process to request payment to fund a conference.
Applicability	This notice applies to any LANL personnel who request payment to fund a conference.
Justification	When payment requests by memorandum were discontinued in July 2004 (see LANL-ALL678 Memo – Small Purchase Reimbursements at (http://int.lanl.gov/memos/alldist/LANL_ALL678.PDF), the technical organizations could no longer request payments to fund conferences. The process in this notice replaces the “memorandum payment request” process.
Procedure	<p>To fund a conference, the requester must perform the following steps:</p> <ol style="list-style-type: none">1. Complete the Form 1842 – Conference Sponsorship/Funding Approval Request (http://enterprise.lanl.gov/forms/1842.pdf).2. Obtain the signatures of all positions listed in the “Approvals/Concurrence” section, e.g., business team leader(s), line manager, and division manager.3. Submit the approved Form 1842 to CFO-1, MS-P239. <p>CFO-1 must perform the following steps:</p> <ol style="list-style-type: none">1. Conference Accountants – Review all Form 1842s to verify that the information is completely and correctly filled out and that the requestor has complied with all regulations and policies. Sign off on the form and return it to Accounts Payable.2. Accounts Payable – Process payment.

Exceptions and Variances	Any exceptions or variances from this Notice must be approved by a deputy associate director or higher.
Contacts	<u>Responsible Office:</u> Internal Controls and Compliance, CFO-4, x7-9986 <u>Responsible Manager:</u> Jay Johnson, Chief Financial Officer, CFO-DO, x7-3848

Issued by the Responsible Manager Jay Johnson, Chief Financial Officer	Signature: Signature on File	Date: 01/03/05
Endorsed by Rich Marquez Associate Director for Administration	Signature: Signature on File	Date: 01/04/05
Reviewed by the Policy Office Name: <u>M. Diana Webb</u>	Signature: Signature on File	Date: 01/13/2005